DISCLAIMER -APPENDIX F

The sample Contingency Plan in Appendix F is intended to provide examples of contingency planning as a reference when a facility determines that the required secondary containment is impracticable, pursuant to 40 CFR §112.7(d). The sample Contingency Plan presents a variety of scenarios for purposes of illustration only. It is not a template to be adopted by a facility; doing so does not mean that the facility will be in compliance with the SPCC rule requirements for a contingency plan. Nor is the sample plan a template that must be followed in order for the facility to be considered in compliance with the contingency plan requirement.

CLEARWATER OIL COMPANY
BIG BEAR LEASE NO. 2 PRODUCTION FACILITY
OIL SPILL CONTINGENCY PLAN

***NOTE**: Throughout this document, shaded boxes identify relevant sections of 40 CFR part 109 and part 112.*

PART I
Introduction

1.1 Purpose and Scope

This Oil Spill Contingency Plan is prepared in accordance with 40 CFR 112.7(d) to address areas of the facility where secondary containment is impracticable, as documented in the facility Spill Prevention, Control, and Countermeasure (SPCC) Plan.

The purpose of this Oil Spill Contingency Plan ("Contingency Plan") is to define procedures and tactics for responding to discharges of oil into navigable waters or adjoining shorelines of the United States, originating more specifically from flowlines at Clearwater Oil Company ("Clearwater") Big Bear Lease No. 2 Production Facility. The Contingency Plan is implemented whenever a discharge of oil has reached, or threatens, navigable waters or adjoining shorelines.

The objective of procedures described in this Contingency Plan is to protect the public, Clearwater personnel, and other responders during oil discharges. In addition, the Plan is intended to minimize damage to the environment, natural resources, and facility installations from a discharge of oil. This Oil Spill Contingency Plan complements the prevention and control measures presented in the facility's SPCC Plan by addressing areas of the facility that have inadequate secondary containment and impacts that may result from a discharge from these areas. The facility implements a detailed and stringent flowline maintenance program to prevent leaks from the primary system (in this case, piping). Areas lacking adequate containment at the Big Bear Lease No. 2 Production Facility include the flowlines that run between the extraction wells and the tank battery area and between the tank battery area and the saltwater disposal area.

This Oil Spill Contingency Plan follows the content and organization of 40 CFR part 109 and describes the distribution of responsibilities and basic procedures for responding to an oil discharge and performing cleanup operations.

1.2 Resources at Risk

40 CFR 109.5(b)(1)

Clearwater's Big Bear Lease No. 2 Production Facility is located approximately 6 miles North of Madison, LA, within the Mines River watershed (see Figure C-1 in Appendix C). The waterways closest to the facility are Big Bear Creek, which flows approximately ½ mile to the east of the facility, and the Mines River, which flows 6 miles to the south in a west-to-east direction and receives water from Big Bear Creek. The facility diagram included in Appendix C (Figure C-2) indicates the location of the oil extraction, production, and storage areas. Ground cover at the facility consists of compacted soil, gravel, and low lying vegetation. The natural topography of the land is graded in an east-southeast direction, and all surface drainage from the facility therefore flows towards Big Bear Creek. The slope is relatively mild: approximately 4 feet vertical per mile (5,280 feet) horizontal.

Three flowlines (which contain oil) at the facility lack adequate secondary containment (see Figure C-2):

- **Flowline A.** The flowline from Well A to the tank battery (FLA) is approximately 2,100 feet long. It runs aboveground in a north-south direction to the tank battery area.

- **Flowline B.** The flowline between Well B and the tank battery (FLB) is approximately 3,400 feet long. It travels in a southwest direction to the tank battery area. This flowline runs the closest to navigable waters. At the closest point, the flowline is located ½ mile from Big Bear Creek.

- **Flowline SWD.** The flowline between the tank battery and the saltwater disposal well is approximately 2,000 feet long. It runs in an east-west direction.

All three flowlines are aboveground, with the exception of a short portion of Flowline B that is buried under the dirt/gravel access road. A drainage ditch runs along the access road to the east of the tank battery and along Route 417. The ditch flows into Big Bear Creek. Given the direction of surface drainage, a discharge from any of the three flowlines could reach Big Bear Creek, either directly or via the drainage ditch, and from there, flow southward to the Mines River.

Neither Big Bear Creek nor the Mines River is used as a public drinking water supply, although animals grazing on the nearby land are often seen drinking from Big Bear Creek and the Howard Fleming Farm has an agricultural irrigation intake on Big Bear Creek (see the Notification Form later in this Plan for contact information). The two waterways, however, provide habitat for a number of aquatic species and mammals and are used by local residents for recreational purposes. The Mines River runs through the center of Madison. Recreational and scenic areas are located on both banks of the river.

A public park is located approximately 1 mile east from the town center and 8 miles from the facility. Recreational uses on the Mines River include picnic areas, walking trails, canoeing, and nature watching.

There are no residences within the immediate vicinity of the facility. The closest residence is located 1 mile to the north of the site, upstream on Big Bear Creek. The closest residence downstream from the site is located 3 miles away. Both residences have private drinking water wells. Clearwater will coordinate with the Madison fire and/or police departments and with its residential neighbors to provide the appropriate warnings in the event of a discharge that could affect public health and safety.

1.3 Risk Assessment

The facility is comprised of approximately 7,500 feet of 2-inch diameter flowlines. With the exception of a short road crossing, the flowlines are located aboveground. The flowlines do not have secondary containment, since such containment is impracticable at this facility (see discussion on impracticability of secondary containment in the facility's SPCC Plan).

40 CFR 109.5(c)(2)

The total daily production rate at the facility varies, but can reach as much as 1,260 gallons of crude oil and 5,880 gallons of produced water. The two wells have approximately equal production rates (each 3,570 gallons per day). Flowline B, the longest of the three flowlines and the one closest to navigable waters, contains up to 555 gallons of oil/water when charged. The facility is visited daily. For planning purposes, the worst-case discharge is therefore the volume of oil within the flowline plus 24 hours of production, or 4,125 gallons.

A discharge of this quantity of oil could potentially reach Big Bear Creek. The velocity of oil over land is estimated, based on past experience and a simple calculation of flow over short grass pastureland, at approximately 0.2 feet/second.[1] Considering the distance between Flowline B and Big Bear Creek (½ mile) and the 2-foot elevation gradient, the oil, if unimpeded, could reach Big Bear Creek in as little as 4 hours. The water current in Big Bear Creek averages approximately 0.3 feet/second during high stages. Over a 24-hour period, the oil could travel approximately 5 miles downstream from the release point. The Mines River, which is located only 6 miles downstream to the south of the tank battery area, could therefore possibly be affected by a discharge.

[1] Calculated using sheet flow transport equations.

1.4 Response Strategy

Clearwater personnel and contractors are equipped and trained to respond to certain "minor discharges" confined within the facility. Minor discharges can generally be described as those where the quantity of product discharged is small, the discharged material can be easily stopped and controlled, the discharge is localized, and the product is not likely to seep into groundwater or reach surface water or adjoining shorelines. Procedures for responding to these minor discharges are covered in the SPCC Plan.

This Contingency Plan addresses all discharge incidents, including those that affect navigable waters or during which the oil cannot be safely controlled by facility personnel and confined within the boundaries of the facility. Response to such incidents may necessitate the assistance of outside contractors or other responders to prevent imminent impact to navigable waters.

PART II
Spill Discovery and Response

2.1 Distribution of Responsibilities

40 CFR 109.5(a)
40 CFR 109.5(d)(2)

Clearwater has the primary responsibility for providing the initial response to oil discharge incidents originating from its facility. To accomplish this, Clearwater has designated the Field Operations Manager, Bill Laurier, as the qualified oil discharge Response Coordinator (RC) in the event of an oil discharge.

The RC plays a central coordinating role in any emergency situation, as illustrated in the emergency organization chart in Figure 2-1.

40 CFR 109.5(b)(2)

The RC has the authority to commit the necessary services and equipment to respond to the discharge and to request assistance from Madison fire and/or police departments, contractors, or other responders, as appropriate.

The RC will direct notifications and initial response actions in accordance with training and capabilities. In the event of a fire or emergency situation that threatens the health and safety of those present at the site, the RC will direct evacuations and contact the fire and police departments.

In the event of an emergency involving outside response agencies, the RC's primary responsibility is to provide information regarding the characteristics of the materials and equipment involved and to provide access to Clearwater resources as requested. The RC shall also take necessary measures to control the flow of people, emergency equipment, and supplies and obtain the support of the Madison Police Department as needed to maintain control of the site. These controls may be necessary to minimize injuries and confusion.

Finally, the RC serves as the coordinator for radio communications by acquiring all essential information and ensuring clear communication of information to emergency response personnel. The RC has access to reference material at the field office either as printed material or on computer files that can further assist the response activities.

Whenever circumstances permit, the RC transmits assessments and recommendations to Clearwater Senior Management for direction. Senior Management is contacted in the following order: (1) Regional Director of Operations; (2) Vice-President of Operations.

In the event that the Field Operations Manager is not available, the responsibility and authority for initiating a response to a discharge rests with the most senior Clearwater employee on site at the time the discharge is discovered (Crew Lead) or with the

contractor Field Supervisor (or next person in command) if contractor personnel are the only personnel on site.

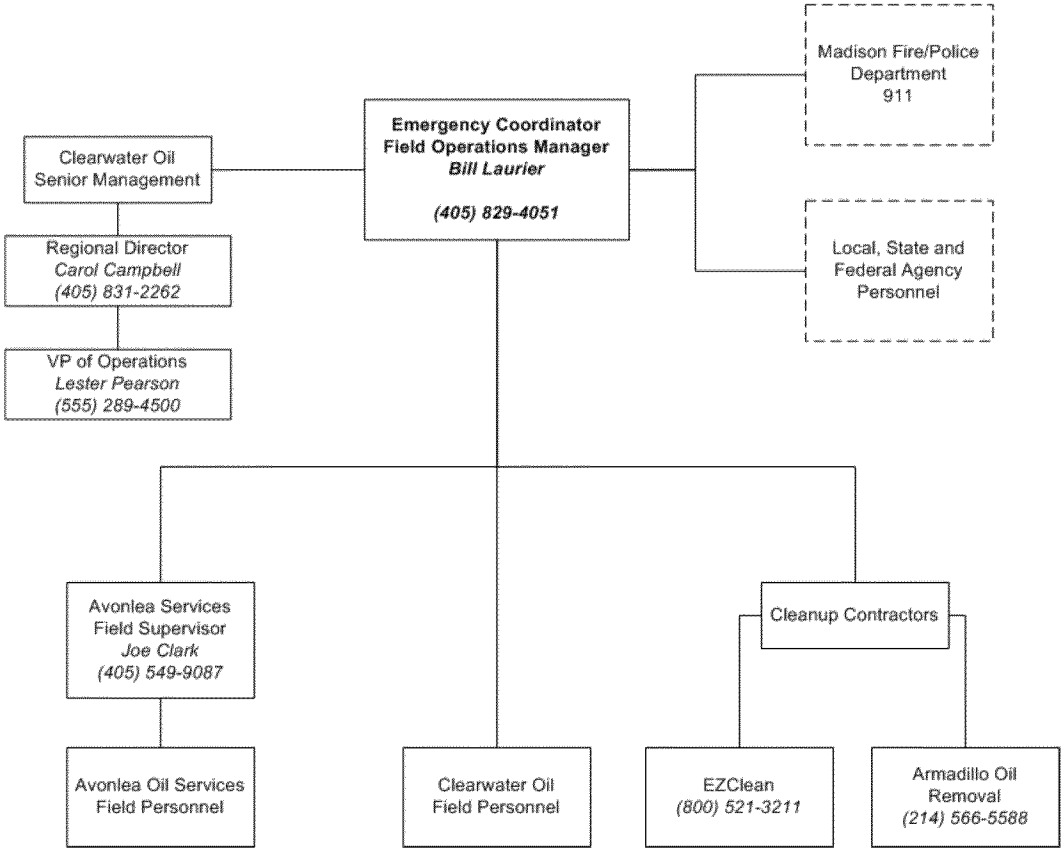

Figure 2-1. Distribution of response authority and communication.

2.2 Response Activities

40 CFR 109.5(d)
40 CFR 109.5(e)

In the event of a discharge, the first priority is to stop the product flow and to shut off all ignition sources, followed by the containment, control, and mitigation of the discharge. This Contingency Plan breaks actions to be performed to respond to an oil discharge into different phases, described in greater detail in the checklists below.

2.2.1 Discharge Discovery and Source Control

Minor Discharge. A minor discharge (i.e., small volume leak from flowlines or other equipment) will be discovered by Clearwater facility personnel or by contractor personnel during scheduled daily or monthly visits to the facility. Aboveground flowlines are visually inspected formally once a month during the normal inspection rounds.

Major Discharge. A more severe and sudden discharge will trigger the automatic shut down of the pumping units and will affect oil production. The impact will be detected during the daily visit to the production area by Clearwater or contractor field personnel. The maximum amount of time until a major discharge is detected can be up to 24 hours.

Notifications to the National Response Center, Louisiana authorities, and St. Anthony's Parish Emergency Committee must occur immediately upon discovery of reportable discharges.

Completed	Actions
	Immediately report the discharge to the RC, providing the following information: • Exact location; • Material involved; • Quantity involved; • Topographic and environmental conditions; • Circumstances that may hinder response; and • Injuries, if any.
	Turn off all sources of ignition.
	Turn off lift pumps that charge or provide flow to the flowline.
	Locate the flowline break.
	If safe to do so, isolate the affected section of piping by closing off the closest valves upstream and downstream from the break.

2.2.2 Assessment and Notifications

Completed	Actions
	Investigate the discharge to assess the actual or potential threat to human health or the environment: • Location of the discharge relative to receiving waterbodies; • Quantity of spilled material; • Ambient conditions (temperature, rain); • Other contributing factors such as fire or explosion hazards; and • Sensitive receptors downstream.
	Request outside assistance from local emergency responders, as needed.
	Evaluate the need to evacuate facility and evacuate employees, as needed.
	Notify the fire/police departments and St. Anthony's Parish Emergency Committee to assess whether community evacuation is needed.
	Notify immediately: • 911 • National Response Center • Response contractor(s) • St. Anthony's Parish Emergency Planning Committee • State authorities
	Communicate with neighboring property owners regarding the discharge and actions taken to mitigate the damage.
	If the oil reaches (or threatens to reach) the Mines River, notify the local fire/police departments to limit access to the River by local residents until the oil has been contained and recovered. Additionally, notify downstream water users of the spill and of actions that will be taken to protect these downstream receptors.

2.2.3 Control and Recovery

The RC directs the initial control of the oil flow by Clearwater, Avonlea Oil Services, and other contractor personnel. The actions taken will depend on whether the oil has reached water or is still on land. All effort will be made to prevent oil from reaching water.

If the oil has not yet reached water:

Completed	Actions
	Deploy sand bags and absorbent socks downgradient from the oil, or erect temporary barriers such as trenches or mounds to prevent the oil from flowing towards Big Bear Creek.
	Implement land based response actions (countermeasure) such as digging temporary containment pits, ponds, or curbs to prevent the flow of oil into the river.
	Deploy absorbent sock and sorbent material along the shoreline to prevent oil from entering waters.

If the oil has reached water:

Completed	Actions
	Contact cleanup contractor(s).
	Deploy floating booms immediately downstream from the release point. Big Bear Creek is narrow and shallow. Floating boom deployment does not require the use of a boat.
	Control oil flow on the ground by placing absorbent socks and other sorbent material or physical barriers (e.g., "kitty litter," sandbags, earthen berm, trenches) across the oil flow path.
	Deploy additional floating booms across the whole width of the Creek at the next access point downstream from the release point. Access points and staging areas along the shoreline are identified on Figure C-1 of this Contingency Plan.
	Deploy protective booming measures for downstream receptors that may be impacted by the spill.

2.2.4 Disposal of Recovered Product and Contaminated Response Material

The RC ensures that all contaminated materials classified as hazardous waste are disposed of in accordance with all applicable solid and hazardous waste regulations.

Completed	Actions
	Place any recovered product that can be recycled into the gun barrel tank to be separated and recycled.
	Dispose of recovered product not suitable for on-site recycling with the rest of the waste collected during the response efforts.

	Collect all debris in properly labeled waste containers (impervious bags, drums, or buckets).
	Dispose of contaminated material in accordance with all applicable solid and hazardous waste regulations using a licensed waste hauler and disposal facility, after appropriately characterizing the material for collection and disposal.
	Dispose of all contaminated response material within 2 weeks of the discharge.

2.2.5 Termination

The RC ensures that cleanup has been completed and that the contaminated area has been treated or mitigated according to the applicable regulations and state/federal cleanup action levels. The RC collaborates with the local, state and federal authorities regarding the assessment of damages.

Completed	Actions
	Ensure that all repairs to the defective equipment or flowline section have been completed.
	Review circumstances that led to the discharge and take all necessary precautions to prevent a recurrence.
	Evaluate the effectiveness of the response activities and make adjustments as necessary to response procedures and personnel training.
	Carry out personnel and contractor debriefings as necessary to emphasize prevention measures or to communicate changes in operations or response procedures.
	Submit any required follow-up reports to the authorities. In the case where the discharge (as defined in 40 CFR 112.1(b)) was greater than 1,000 gallons or was the second discharge (as defined in 40 CFR 112.1(b)) of 42 gallons or more within any 12-month period, the RC is responsible for submitting the required information within 60 days to the EPA Regional Administrator following the procedures outlined in Appendix B. *40 CFR 112.4(a)* Within 30 days of the discharge, the RC will convene an incident critique including all appropriate persons that responded to the spill. The goal of the incident critique is to discuss lessons learned, the efficacy of the Contingency Plan and its implementation, and coordination of the plan/RC and other state and local plans. Within 60 days of the critique, the Contingency Plan will be updated (as needed) to incorporate the results, findings, and suggestions developed during the critique.

2.3 Discharge Notification

40 CFR109.5(b)(2)

Instructions and phone numbers for reporting a discharge to the National Response Center and other federal, state, and local authorities are provided in Appendix B to this Plan. *Any discharge to water must be reported immediately to the National Response Center.* The Response Coordinator must ensure that details of the discharge are recorded on the Discharge Notification Form provided in Appendix B.

If the discharge qualifies under 40 CFR part 112 (see Appendix B for conditions), the RC is responsible for ensuring that all pertinent information is provided to the EPA Regional Administrator.

PART III
Response Resources and Preparedness Activities

3.1 Equipment, Supplies, Services, and Manpower

40 CFR 109.5(c)(1) and (c)(2)

Spill kits are provided in a storage shed at the production site that is accessible by both Clearwater and Avonlea personnel (see Figure C-2 in Appendix C). Response equipment and material present at the site include:

(4)	Empty 55-gallons drums to hold contaminated material
(1)	50-ft absorbent socks
(2)	10-ft sections of hard skirted deployment boom
(2)	50-ft floating booms
(200 pounds)	"Oil-dry" Loose absorbent material
(4 boxes)	2 ft x 3 ft absorbent pads
(3 boxes)	Nitrile gloves
(3 boxes)	Neoprene gloves
(6 pairs)	Vinyl/PVC pull-on overboots
(3)	Non-sparking shovels
(3)	Brooms
(20)	Sand bags
(1)	Combustible Gas Indicator with H_2S detection capabilities

This material is sufficient to respond to most minor discharges occurring at the facility and to initially contain a major discharge while waiting for additional material or support from outside contractors. The inventory is verified on a monthly basis during the scheduled facility inspection by designated personnel and is replenished as needed.

40 CFR 109.5(d)(3)

Additional material and equipment is kept at Clearwater's field office, located 25 miles from the facility. This additional material includes empty storage drums, absorbent socks and booms, containment booms, sand bags, personal protective gear, etc. It also includes all necessary communication equipment to coordinate response activities (cell phones, two-way radios). The Field Office serves as the response operation center during a response.

40 CFR 109.5(d)(2)

Clearwater has three employees trained and available to respond to an oil discharge. Clearwater personnel may be assisted by three additional employees from the facility's main contractor, Avonlea Oil Services. All employees are familiar with the facility layout, location of spill response equipment and staging areas, and response strategies, and with the SPCC and Oil Spill Contingency Plans for this facility. All have received training in the deployment of response material and handling of hazardous waste (HAZWOPER) and have attended the required refresher courses.

40 CFR 109.5(c)(3)

To respond to larger discharges and ensure the removal and disposal of cleanup debris, Clearwater has established agreements with two specialized cleanup contractors: EZClean and Armadillo Oil Removal, with EZClean contacted first and acting as the primary response/cleanup contractor and Armadillo Oil Removal acting as the alternate or in a supporting role. Contact information is provided in Appendix A. These contractors have immediate access to an assortment of equipment and materials, including mechanical recovery equipment for use on water and on land, small boats, floating booms, and large waste containers. Each contractor has sufficient response equipment to contain and recover the maximum possible discharge of 4,125 gallons. EZClean and Armadillo Oil Removal are able to respond *within 4 hours* of receiving a verbal request from the RC. Clearwater discusses response capacity needs on an annual basis with each contractor to ensure that sufficient equipment and material are available to respond to a potential 4,125-gallon discharge. The inventories of EZClean and Armadillo Oil Removal equipment are maintained with the response agreements and updated annually.

3.2 Access to Receiving Waterbody

40 CFR 109.5(d)(5)

Big Bear Creek would be the first waterbody affected in the event of a discharge. From there, the oil would flow into the Mines River. The response strategy consists of: (1) deploying booms and other response equipment at various points downstream from the oil plume to prevent its migration; and (2) deploying booms as a protective measure for an irrigation water intake and other downstream sensitive receptors.

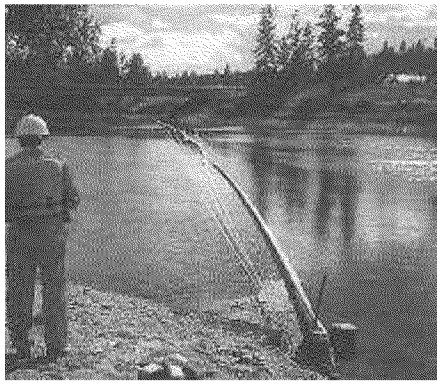

Figure 3-2: Boom deployed across Big Bear Creek.

Vehicular access to Big Bear Creek is essential to ensure that the response equipment can be effectively deployed to contain oil at various points along the waterway and prevent further migration of the oil towards the Mines River.

Three access points have been established along Big Bear Creek and are marked on the map in Figure C-1 (BB1, BB2, and BB3). These access points provide sufficient cleared land for a staging area from which Clearwater or contractor personnel can deploy response equipment, and recover and store spilled oil. Twice a year, as part of the monthly inspection of the facility, Clearwater facility personnel drive to each access point and make sure that it remains accessible (e.g., vegetation is not overgrown and the

Figure 3-3: Boom deployed at Route 54 bridge crossing.

dirt trail is not impassable for a field vehicle). The respective property owners have agreed to allow access to Clearwater's personnel and contractors for response and maintenance purposes. Although no further approval is needed prior to the deployment of response equipment, the RC will contact the property owners as necessary to inform them of activities being carried out.

If necessary, three access points are also available along the Mines River. One is located in the center of Madison, at the bridge crossing for Route 101, the second is located at the public park two miles downstream from the center, and the third one is located at the bridge crossing for Route 54, four miles downstream from the center. Coordination with the Madison police/fire departments is necessary to stage equipment at these three access points.

3.3 Communications and Control

40 CFR 109.5(b)(3)
40 CFR 109.5(d)(3)

A central coordination center will be set up at the field office in the event of a discharge. The field office is equipped with a variety of fixed and mobile communication equipment (telephone, fax, cell phones, two-way radios, computers) to ensure continuous communication with Clearwater management, responders, authorities, and other interested parties.

Communications equipment includes:

- **Portable hand-held radios.** Clearwater maintains a two-way base station and four portable radio units. These radio units are kept at the field office as part of the response equipment. Local emergency responders have been provided with the response frequencies that will be used during an incident.
- **Cell phones.** Each field vehicle and the RC are provided with a cell phone. The RC and/or his alternate (Site Supervisor when the Field Operations Manager is not "on call") can be reached by cell phone 7 days a week, 24 hours a day.
- **Additional equipment.** Additional equipment will be obtained from EZClean and/or Armadillo Oil Removal in the event that more communications equipment is necessary.

The RC is responsible for communicating the status of the response operations and for sharing relevant information with involved parties, including local, state, and federal authorities.

In the event that local response agencies, Louisiana authorities, or a federal On Site Coordinator (OSC) assumes Incident Command, the RC will function as the facility representative in the Unified Command structure.

3.4 Training Exercises and Updating Procedures

40 CFR 109.5(d)(1)

Clearwater has established and maintains an ongoing training program to ensure that Clearwater personnel responding to oil discharges are properly trained and that all necessary equipment is available to them. The program includes on-the-job training on the proper deployment of response equipment and periodic practice drills during which Clearwater personnel are asked to deploy equipment and material in response to a simulated discharge. The RC is responsible for implementing and evaluating employee preparedness training.

Following a response to an oil discharge, the RC will evaluate the actions taken and identify procedural areas where improvements are needed. The RC will conduct a briefing with field personnel, contractors, and local emergency responders to discuss lessons learned and will integrate the outcome of the discussion in subsequent SPCC briefings and employee training seminars. As necessary, the RC will amend this Contingency Plan or the SPCC Plan to reflect changes made to the facility equipment and procedures. A Professional Engineer will certify any technical amendment to the SPCC Plan.

40 CFR 109.5(b)(2)

APPENDIX A
EMERGENCY CONTACTS

Facility Operations

Name	Title	Telephone	Address
Bill Laurier	Field Operations Manager Clearwater Oil Co.	(405) 831-6322 (office) (405) 829-4051 (cell)	2451 Mountain Drive Ridgeview, LA 70180
Carol Campbell	Regional Director of Operations Clearwater Oil Co.	(405) 831-6320 (office) (405) 831-2262 (cell)	2451 Mountain Drive Ridgeview, LA 70180
Lester Pearson	Vice-President of Operations Clearwater Oil Co.	(555)-289-4500	13000 Main Street, Suite 400 Houston, TX 77077
Joe Clark	Field Supervisor Avonlea Services, Inc.	(406) 545-2285 (office) (406) 549-9087 (cell)	786 Cherry Creek Road Avonlea, LA 70180
William Mackenzie	Pumper Avonlea Services, Inc.	(406) 549-9087 (cell)	786 Cherry Creek Road Avonlea, LA 70180

Local Emergency Responders

Name	Telephone	Address
Fire/Police Departments	911 (405) 830-2000	2451 Mountain Drive, Madison, LA 70180
Emerson Hospital	(405) 831-9558	13000 Main Street, Madison, LA 70180

Cleanup Contractors

Name	Telephone	Address
EZClean	(800) 521-3211	1200 Industry Park Drive, Gardner, LA 70180
Armadillo Oil Removal	(214) 566-5588	25 B Street, Suite #6, Madison, LA 70180

Neighboring Property Owners

Name	Telephone	Address	Location
Maurice Richard	(405) 830-2186	5540 Route 417, Madison, LA 70180	BB1
Jim Larouche	(405) 832-2645	6075 Greenfield Drive, Madison, LA 70180	BB2
Peter Martin	(405) 832-5527	1644 Oilfield Road, Madison, LA 70180	BB3
Howard Fleming	(405) 235-6893	531 Horseshoe Road, Madison, LA 70180	

APPENDIX B
DISCHARGE NOTIFICATION PROCEDURES

Circumstances, instructions, and phone numbers for reporting a discharge to the National Response Center and other federal, state, and local agencies, and to other affected parties, are provided below. They are also posted at the facility in the storage shed containing the discharge response equipment. Note that any discharge to water must be reported immediately to the National Response Center.

Field Operations Manager, Bill Laurier (24 hours) (405) 829-4051

Local Emergency (fire, explosion, or other hazards) 911

Agency / Organization	Agency Contact	Circumstances	When to Notify
Federal Agencies			
National Response Center	1-800-424-8802	Discharge reaching navigable waters.	**Immediately (verbal)**
EPA Region VI (Hotline)	1-800-887-6063		**Immediately (verbal)**
EPA Region VI Regional Administrator	First Interstate Bank Tower at Fountain Place 1445 Ross Avenue, 12th floor, Suite 1200 Dallas TX 75202	Discharge 1,000 gallons or more; or second discharge of 42 gallons or more over a 12-month period.	Written notification within 60 days (see Section 2.1 of this Plan)
State Agencies			
Office of State Police, Transportation and Environmental Safety Section, Hazardous Materials Hotline	225-925-6595 or 1-877-925-6595	1) Injury requiring hospitalization or fatality. 2) Fire, explosion, or other impact that could affect public safety. 3) Release exceeding 24-hour reportable quantity. 4) Impact to areas beyond the facility's confines.	**Immediately (verbal)** Written notification to be made within 5 days.
Office of State Police, Transportation and Environmental Safety Section, Hazardous Materials Hotline	225-925-6595 or 1-877-925-6595	Discharges that pose emergency conditions, regardless of the volume discharged.	**Within 1 hour** of discovery (verbal). Written notification within 7 working days.

Agency / Organization	Agency Contact	Circumstances	When to Notify
Louisiana Department of Environmental Quality, Office of Environmental Compliance	225-763-3908 or 225-342-1234 (after business hours, weekends and holidays)	Discharges that do not pose emergency conditions	Within 24 hours of discovery (verbal). Written notification within 7 working days.
Local Agencies			
St. Anthony's Parish Emergency Planning Committee	337-828-1960	Any discharge of 100 lbs or more that occurs beyond the boundaries of the facility, including to the air.	**Immediately (verbal)** Written notification within 7 days.
Others			
Response/cleanup contractors	EZClean (800) 521-3211 Armadillo Oil Removal Co. (214) 566-5588	Any discharge that exceeds the capacity of facility personnel to respond and clean up.	As needed
Howard Fleming Farm (agricultural irrigation intake)	(405) 235-6893	Any discharge that threatens to affect neighboring properties and irrigation intakes.	As needed
Maurice Richard	405-830-2186	When deploying response equipment from Access Point BB1 on Big Bear Creek.	As needed
Jim Larouche	405-832-2645	When deploying response equipment from Access Point BB2 on Big Bear Creek.	As needed
Peter Martin	405-832-5527	When deploying response equipment from Access Point BB3 on Big Bear Creek.	As needed

The person reporting the discharge must provide the following information:

- Name, location, organization, and telephone number
- Name and address of the owner/operator
- Date and time of the incident
- Location of the incident
- Source and cause of discharge
- Types of material(s) discharged
- Total quantity of materials discharged
- Quantity discharged in harmful quantity (to navigable waters or adjoining shorelines)
- Danger or threat posed by the release or discharge
- Description of all affected media (e.g., water, soil)

- Number and types of injuries (if any) and damaged caused
- Weather conditions
- Actions used to stop, remove, and mitigate effects of the discharge
- Whether an evacuation is needed
- Name of individuals and/or organizations contacted
- Any other information that may help emergency personnel respond to the incident

Whenever the facility discharges more than 1,000 gallons of oil in a single event, or discharges more than 42 gallons of oil in each of two discharge incidents within a 12-month period, the Manager of Field Operations must provide the following information to the U.S. Environmental Protection Agency's Regional Administrator within 60 days:

- Name of the facility
- Name of the owner or operator
- Location of the facility
- Maximum storage or handling capacity and normal daily throughput
- Corrective actions and countermeasures taken, including a description of equipment repairs and replacements
- Description of facility, including maps, flow diagrams, and topographical maps
- Cause of the discharge(s) to navigable waters, including a failure analysis of the system and subsystems in which the failure occurred.
- Additional preventive measures taken or contemplated to minimize possibility of recurrence
- Other pertinent information requested by the Regional Administrator.

Discharge Notification Form

*** Notification must not be delayed if information or individuals are not available. Additional pages may be attached to supplement information contained in the form.

Facility: Clearwater Oil Company Big Bear Lease No. 2 Production Facility
5800 Route 417
Madison, Louisiana 73506

Description of Discharge		
Date/time	Release date: Release time: Duration:	Discovery date: Discovery time:
Reporting Individual	Name:	Tel. #:
Location of discharge	Latitude: Longitude:	Description:
Equipment source	G piping G flowline G well G unknown G stock, flare	Description: Equipment ID:
Product Appearance and description	G crude oil G saltwater G other*	* Describe other:
Environmental conditions	Wind direction: Wind speed:	Rainfall: Current:
Impacts		
Quantity	Released:	Recovered:
Receiving medium	G water** G land G other (describe):	G Release confined to company property. G Release outside company property. ** If water, indicate extent and body of water:
Describe circumstances of the release		
Assessment of impacts and remedial actions Disposal method for recovered material Action taken to prevent incident from reoccurring		

Safety issues	G Injuries G Fatalities G Evacuation

Notifications		
Agency	**Name**	**Date/time reported & Comments**
Company Spill Response Coordinator National Response Center 1-800-424-8802		
State police Parish Emergency Response Commission		
OSRO/cleanup contractor		

Appendix C
SITE PLAN AND FACILITY DIAGRAM

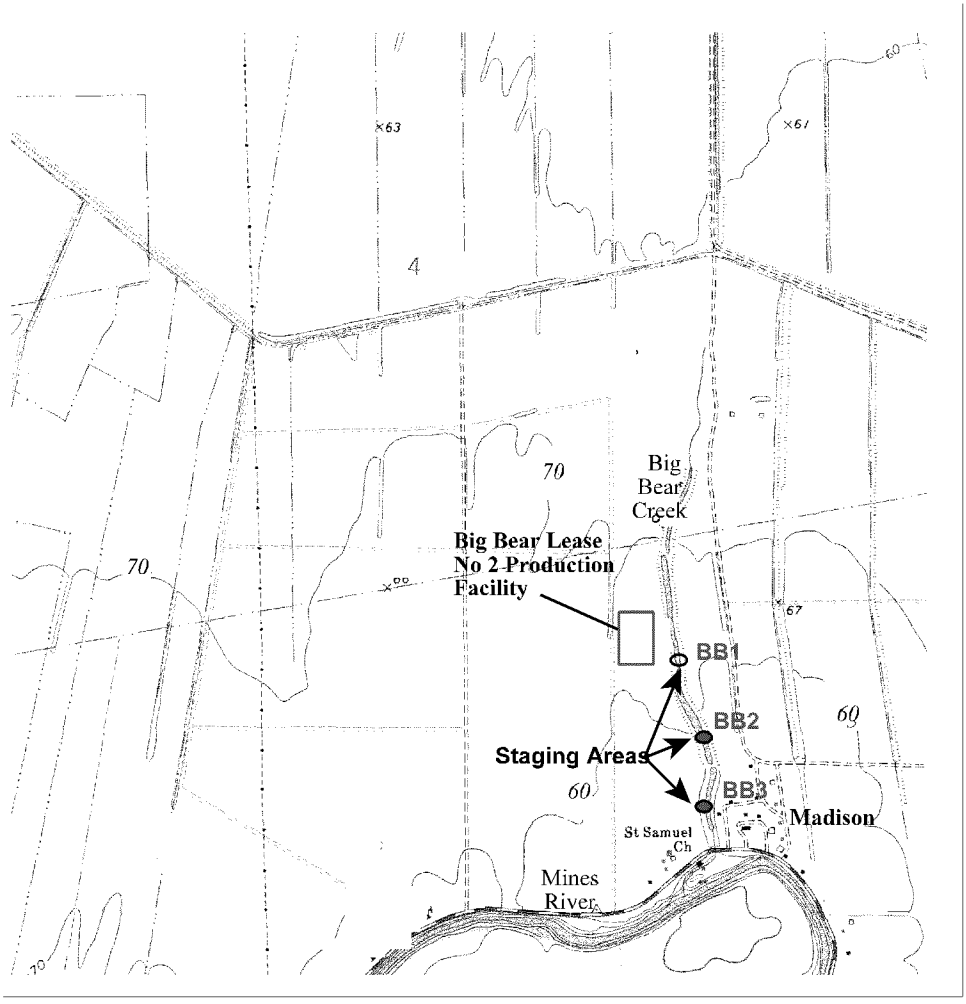

Figure C-1: Site Plan (pre-designated staging areas are indicated).

Staging area	Location	Contact Information
BB1	5540 Route 417, Madison, LA (access from path to the right of the storage shed).	Maurice Richard; 405-830-2186
BB2	6075 Greenfield Drive, Madison, LA.	Jim Larouche; 405-832-2645
BB3	1644 Oilfield Road, Madison, LA	Peter Martin; 405-832-5527

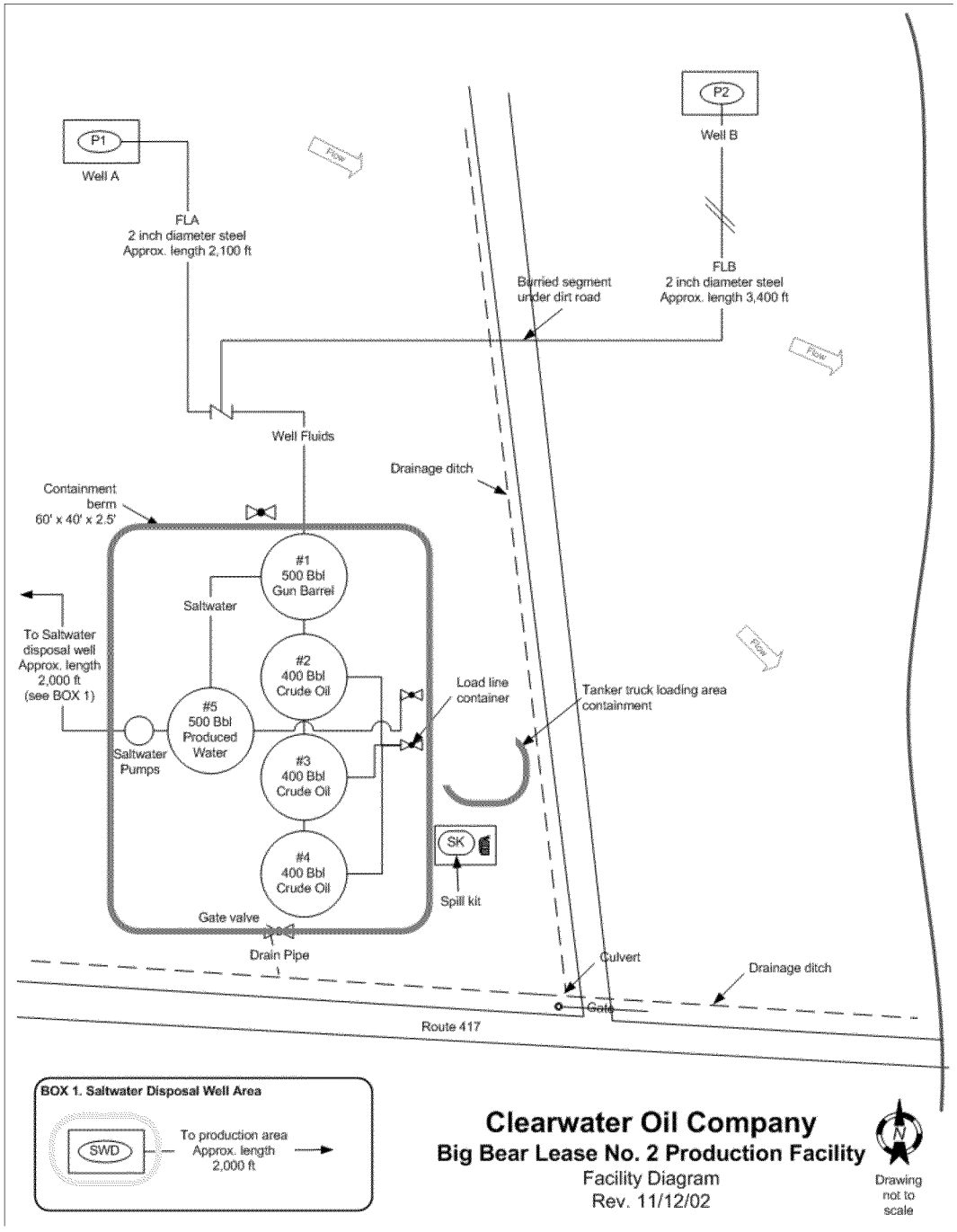

Figure C-2: Facility Diagram.